

**MASTER OF BUSINESS ADMINISTRATION
(NETWORK INFRASTRUCTURE
MANAGEMENT)
(MBANIM)**

Term-End Examination

December, 2012

MCR-006 : BUSINESS SKILLS - 1

Time : 3 hours

Maximum Marks : 100

Note : *Answer any five questions. All questions carry equal marks.*

1. What are the principles of business correspondence ? Explain the significance of each by giving suitable example. 20
2. What are the advantages and disadvantages of video conferencing vis-a-vis face-to-face conferencing ? 20
3. What factors would influence your decision regarding the materials to be included in the appendix of a report ? 20
4. What is a mail questionnaire ? In what respects is it different from the list of questions prepared for a personal interview and in what situations would you use it ? 20

5. What factors would you bear in mind while giving an oral presentation before a large group ? 20
6. Differentiate between the following : 20
- (a) Abstract and Summary
 - (b) Precis writing and Report writing
7. Briefly comment on the following : 20
- (a) A job interview may be the most intense and dynamic communication situation.
 - (b) Group discussion is used as an instrument for judging the suitability of a candidate.
8. Write short notes on the following : 20
- (a) E-mail
 - (b) Technical proposal
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